

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Library		(2) MEETING DATE 05/09/06		(3) CONTACT/PHONE Brian A. Reynolds (805) 781 5785	
(4) SUBJECT Request to approve the Memorandum of Agreement between the SLO County Library and SLO County Office of Education regarding the use of the Oceano Library Branch for the School Readiness programs.					
(5) SUMMARY OF REQUEST To maintain a partnership with the School Readiness Program to implement Raising a Reader. The goal of Raising A Reader is to increase the number of Oceano Community families who read with their infants and pre-school children frequently and routinely each week with support of the SLO Community Foundation grant to First 5 SLO funded School Readiness Program at Oceano.					
(6) RECOMMENDED ACTION Approve the Memorandum of Agreement.					
(7) FUNDING SOURCE(S) N/A		(8) CURRENT YEAR COST N/A		(9) ANNUAL COST N/A	
(10) BUDGETED? <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A					
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): Approval by County Counsel as to form and legal effect.					
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, How Many? _____ <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Limited Term _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Temporary Help _____					
(13) SUPERVISOR DISTRICT(S) <input type="checkbox"/> 1st, <input type="checkbox"/> 2nd, <input type="checkbox"/> 3rd, <input checked="" type="checkbox"/> 4th, <input type="checkbox"/> 5th, <input type="checkbox"/> All			(14) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A		(15) Maddy Act Appointments Signed-off by Clerk of the Board <input checked="" type="checkbox"/> N/A
(16) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. _____)			(17) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions (Orig + 4 copies) <input type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input type="checkbox"/> N/A <i>Memorandum of Agreement</i>		
(18) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A			(19) BUDGET ADJUSTMENT REQUIRED? <input type="checkbox"/> Submitted <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		
(20) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) <u>N/A</u>			(21) W-9 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		(22) Agenda Item History <input checked="" type="checkbox"/> N/A Date _____
(23) ADMINISTRATIVE OFFICE REVIEW <div style="text-align: center; margin-top: 20px;"><i>OK Leslie Sam</i></div>					

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San Luis Obispo City-County Library

P.O. Box 8107, San Luis Obispo, CA 93403-8107

995 Palm Street (805) 781-5991
Library Administration (805) 781-5784

TO: BOARD OF SUPERVISORS

FROM: BRIAN A. REYNOLDS, LIBRARY DIRECTOR

DATE: MAY 9, 2006

SUBJECT: REQUEST BOARD APPROVAL OF A MEMORANDUM OF AGREEMENT BETWEEN THE COUNTY OF SAN LUIS OBISPO AND THE SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION FOR THE USE OF THE SLO CITY/COUNTY LIBRARY BRANCH LOCATED AT 1551 17TH STREET IN THE COMMUNITY OF OCEANO TO BE USED FOR THE RAISING A READER.

RECOMMENDATION

The Library requests that the Board approve the MOA between the SLO County Office of Education and the Library to use the Oceano Branch Library located at 1551 17th Street for the Raising a Reader Program. This agreement is for the period 09/01/05 through 08/31/07.

DISCUSSION

The San Luis Obispo City/County Library would agree to:

1. Provide In-kind librarian services to house and circulate the Raising a Reader Book Bag program.
2. Provide In-kind parental education for participants.
3. Provide an invoice to the SLO County Office of Education for books/materials purchased to enhance the SLO Library collection during the Oceano School Readiness Program grant.
4. Participate in the Evaluation of the Raising a Reader Program.
5. Abide by the Raising A Reader Affiliate Agreement.
6. Provide In-kind contribution of Library space.

The School Readiness of the San Luis County Office of Education has/will donated:

1. Two Raising a Reader classroom kits (a value of \$7,161).
2. Implementation cost related to the Raising a Reader Book Bag Program.
3. Will purchase additional children's books (\$2,500) for the SLO County Oceano Library book collection.

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OTHER AGENCY INVOLVEMENT

This Memorandum of Agreement has been approved by County Counsel as to form and legal effect.

FINANCIAL CONSIDERATIONS

This Memorandum of Agreement provides for In-kind Library contributions as noted in Discussion Section.

INTENDED RESULTS

To maintain a partnership with the San Luis Obispo County Community Foundation and the Community of Oceano for substantially increasing the number of families who read with their children.

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MEMORANDUM OF AGREEMENT ("MOA")

Accounts Payable
APR 05 2006
SLOCOE

This Memorandum of Agreement ("MOA") is between San Luis Obispo County ("County") [San Luis Obispo City/County Library ("SLOCCL")] and the San Luis Obispo County Office of Education ("SLOCOE") and will herein establish conditions for SLOCOE's continued use of SLOCCL for the School Readiness Programs in the Oceano school community (Angela Hollander, Program Coordinator).

Purpose of MOA: To maintain a partnership with School Readiness to implement Raising a Reader™. The goal of Raising A Reader™ is to substantially increase the number of Oceano Community families who read with their infant and pre-school age children frequently and routinely each week with the support of the San Luis Obispo County Community Foundation grant to First 5 SLO funded School Readiness Program at Oceano.

Period of Service: This agreement is from September 1, 2005, through August 31, 2006. ^{7/24} *ym*

1) **School Readiness at SLOCOE has donated:**

- A) *Raising a Reader* Classroom Kits (2), total combined value of \$7,161 plus s/h and tax were delivered in September, 2005.

Classroom Kits included:

- 1) Standard Kits (ages 3-5) 26 bags (2 sets)
- 2) Toddler Kits (ages 0-3) 15 bags (2 sets)
- 3) Read Aloud: Share a book with Parent videos English/Spanish (82)
- 4) Bilingual Parent letters and stickers
- 5) Pocket chart(1)

- B) Implementation costs related to the *Raising a Reader Book Bag Program* (cost \$1,600)


- 1) Coordinator Resource Manual: The manual is not sold and is solely owned by Raising a Reader™ and protected under U.S. and International copyright laws (see attached licensure agreement).
- 2) 1-Day Point Person Training for two (2) SLOCCL Oceano staff.

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- C) Purchase additional children's books (\$2,500) for the SLOCCL Oceano book collection (age appropriate for ages 0-5 years).

1) Funds will be drawn on a reimbursement basis from San Luis Obispo County Community Foundation grant award to First 5 SLO designated for Oceano School Readiness Program, encumbered budget.
(12-9064-0-4220-8500-5900-010-8800-0000).

2) County (San Luis Obispo City/County Library) agrees to:

- A) Provide an In-kind contribution of librarian services at the Oceano Library to house and circulate the *Raising a Reader Book Bag Program*.
- B) Provide an In-kind contribution of parental education for participants of the *Raising a Reader Book Bag Program*.
- C) Provide an invoice to SLOCOE, LEA for School Readiness Programs, for the books/materials purchased (at a discounted rate) to enhance the SLOCCL collection during the Oceano School Readiness Program grant fiscal Year 3: September 1, 2005, through August 31, 2006. ^{and if} ~~7~~ ^{at} 
- D) Participate in the Evaluation of the *Raising a Reader Program* as specified during the Point Person Training meeting, per agreement with School Readiness Coordinator (see attached).
- E) Abide by Raising A Reader™ Affiliate Agreement entered into by SLOCOE School Readiness Programs (see attached document). Under this Agreement, the Raising A Reader™ Coordinator Manual and book bags will be returned to the School Readiness Coordinator at the San Luis Obispo County Office of Education should the SLOCCL decide to discontinue the program. Book collection will remain the property of the library.
- F) Provide an In-kind contribution of Library meeting space, 1 day per week (3 hours), to support early literacy groups. Should meeting space present a hardship to the SLOCCL, a one-month notice would be provided to the Oceano School Readiness Site Coordinator.

3) Contacts: SLOCOE and SLOCCL have designated a primary contact person for implementation of the Agreement.

Contact for SLOCOE:	Angela Hollander	Phone: (805) 782-7238
Contact for SLOCCL:	Brian Reynolds	Phone: (805) 781-5784

- 4) Hold Harmless: Both parties agree to indemnify, defend and save harmless from any and all claims and losses resulting from the action of either agency's employees for any activity undertaken under this contract.
- 5) Termination: This agreement may be amended or modified at any time by mutual agreement of the parties in writing.

Angela Hollins ^{att} 4/3/06
SLOCOE Program Coordinator/Date

[Signature] 4/3/06
SLOCOE Department Head/Date

K. Chea 4/10/06
SLOCOE Business Official/Date

COUNTY OF SAN LUIS OBISPO

By: _____
Chairperson
Board of Supervisors

Dated: _____

ATTEST:

Julie Rodewald, County Clerk

Dated: _____

APPROVED AS TO FORM AND LEGAL EFFECT:

JAMES B. LINDHOLM, JR.
County Counsel

By: [Signature]
Chief Deputy County Counsel

Dated: 3-23-06

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- 4) Hold Harmless: Both parties agree to indemnify, defend and save harmless from any and all claims and losses resulting from the action of either agency's employees for any activity undertaken under this contract.
- 5) Termination: This agreement may be amended or modified at any time by mutual agreement of the parties in writing.

SLOCOE Program Coordinator/Date

SLOCOE Department Head/Date

SLOCOE Business Official/Date

COUNTY OF SAN LUIS OBISPO

By: _____
Chairperson
Board of Supervisors

Dated: _____

ATTEST:

Julie Rodewald, County Clerk

Dated: _____

APPROVED AS TO FORM AND LEGAL EFFECT:

JAMES B. LINDHOLM, JR.
County Counsel

By: 
Chief Deputy County Counsel

Dated: 3-23-06

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